

STATE OF NEVADA

STEVE SISOLAK
Governor



KRISTINA L. SWALLOW, P.E., Director

NEVADA DEPARTMENT OF TRANSPORTATION

UNCLASSIFIED JOB ANNOUNCEMENT

February 10, 2020

Engineer- Assistant Director, Engineering

RECRUITMENT OPEN TO:

The Nevada Department of Transportation (NDOT) is seeking an energetic, responsible and highly-motivated individual to serve as Assistant Director, Engineering (ADE). This is an open competitive recruitment, open to all qualified applicants. Résumés will be accepted until the position is filled. All résumés will be accepted on a first-come, first-serve basis. Hiring may occur at any time during the recruitment process. This position is appointed by and serves at the pleasure of the Director of the Nevada Department of Transportation.

AGENCY RESPONSIBILITIES:

NDOT is a dynamic agency that is responsible for the planning, construction, operation and maintenance of approximately 5,400 miles of highway and over 1,000 bridges that constitute the state highway system. NDOT is overseen by a seven-member Board of Directors.

The NDOT headquarters is located at Carson City, Nevada. The Engineering Division is comprised of six (6) subdivisions including: design, project management, structures, hydraulics, construction, and location, who are responsible, through the Deputy Director of Project Delivery, to deliver the State's program of improvements annually. The program includes statewide projects in each of the three (3) districts, with main offices located in Las Vegas, Reno and Elko.

The mission of NDOT is: "Provide, operate and preserve a transportation system that enhances safety, quality of life and economic development through innovation, environmental stewardship and a dedicated workforce." NDOT has the responsibility to accomplish this mission in compliance with public policy and applicable federal regulations.

SALARY AND BENEFITS:

This position is compensated up to \$139,346 on the employer/employee paid retirement option. NDOT employees receive an excellent benefits package that includes: health, dental and vision insurance, Public Employees Retirement Plan (PERS), three (3) weeks paid vacation, three (3) weeks sick leave, eleven (11) paid holidays, and are not subject to state, county, city or social security taxes.

Outside the office, activities are limitless! From a vibrant arts community, extraordinary natural and historical landmarks, festivals, 24-hour cities and nightlife, to recreational activities for outdoor enthusiasts such as camping, boating, fishing, biking and hiking with stunning mountain scenery and picturesque high desert splendor, Nevada is a destination waiting to be explored with something to offer everyone! **Moving reimbursement may apply.**

POSITION DESCRIPTION:

Come join our incredible team! We are seeking a full-time Assistant Director, who will oversee engineering and construction for the Nevada Department of Transportation, based in our headquarters in Carson City, NV. This

position reports to the Deputy Director of Project Delivery, and is appointed and serves at the pleasure of the Director of the Nevada Department of Transportation.

As a member and representative of the Executive Team, the Assistant Director provides day-to-day oversight, direction, and policy support to executive managers within their Division and the Department, overall. The Assistant Director works closely with the: Director, Deputy Directors, fellow Assistant Directors, Human Resources, and Safety & Risk Management as well as members of the Attorney General's office, as required. This position calls for strong leadership, decision-making and communication skills in a fast-paced environment. A successful Assistant Director endeavors to coach, develop, train and motivate their team.

We want another dynamic “player-coach” who can provide strategic leadership and vision to the Engineering Division to round out our Executive Team.

If you are a solutions-oriented and collaborative individual with an unrelenting drive to promote a positive work culture, improve processes, makes effective suggestions and recommendations and who thinks like a business owner, then we certainly want to meet you!

POSITION RESPONSIBILITIES:

The following is used as a partial description and is not restrictive as to duties required.

NDOT's Engineering Division is responsible for an array of duties essential to the overall scope of NDOT's mission and is divided into several subsections. In part, the Assistant Director, Engineering—in the managerial role—administers and oversees the Department's program of improvements from inception to completion. NDOT's Engineering Division essential function and responsibility is develop projects from the prioritized program, through the environmental, engineering, and construction processes.

The Assistant Director of Engineering:

- performs administrative and professional engineering work that requires the synthesis of previously unrelated data in the development of solutions to complex problems that impact the direction, goals, and objectives of the organization and involve highly sensitive and political issues affecting the organization as a whole. Work is accomplished within the broadest framework, with full authority and responsibility delegated to administer the assigned division. Duties require decisions and extensive communication with executives, officials, and regulatory representatives to negotiate solutions to major issues involving policy.
- administers the activities of the Engineering Division to ensure compliance with State and federal policies, procedures, and regulations. This includes: a.) interdivisional coordination, efficient and effective utilization of personnel, ensuring division heads are fully versed in the Department's programs and objectives, b.) granting final approval for various documents, c.) ensuring that preconstruction activities are coordinated and meet the needs of other departmental areas, d.) maintaining liaison duties with local entities, State and federal agencies, organizations, and appropriate public representatives, e.) reviewing, modifying, and formulating the annual work program and divisional budgets for Deputy Director approval, f.) reviewing literature and maintaining awareness of national trends related to transportation issues and disseminating information to respective divisions as appropriate, and g.) conducting negotiations with both public and private interests pertaining to matters of importance and/or financial impact.
- represents the Department in responding to public inquiries regarding matters raised by the Transportation Board of Directors; responds to media inquiries; conducts formal presentations before a variety of interested groups including local governing bodies, legislative subcommittees, civic groups, professional

organizations, and the general public; and serves as the Department's expert witness in court proceedings relating to project delivery activities.

- responsibilities also include serving as a member of national policy setting committees to establish recognized and accepted guidelines for urban and rural highways and freeway design standards; serving and participating as a member of committees where the department has overlapping interests or responsibilities with other agencies or organizations; and serving and participating as a member of interdepartmental committees to accomplish a specific goal and/or objective as required.
- plans, directs, coordinates, reviews and evaluates the work of assigned staff; assigns work activities and manages the prioritization of work and projects.
- supports the Deputy Director and assists in developing, maintaining and overseeing the budget for the Engineering Divisions and makes recommendations for future funding needed for staffing, equipment, materials and supplies; reviews and approves expenditures.
- makes decisions and communicates extensively with C-level executives, internal and external stakeholders, government officials, and regulatory representatives of local, state and federal agencies as necessary to negotiate solutions and resolve sensitive and/or controversial issues regarding policy or otherwise.
- prepares reports, correspondence and other materials, as needed.
- conducts regular reviews of the Department and Engineering division's goals and tracks performance.
- ensures that safe and efficient operations and practices are being employed by conduction audits and providing training opportunities.
- under general administrative direction, the incumbent administers the activities of the Engineering Divisions within the Department which include: Design, Project Management, Structures, Hydraulics, Construction, and Location.

KNOWLEDGE, SKILLS AND ABILITIES:

Engineering concepts, principles and practices of civil engineering and terminology; the State's transportation system and applicable State and federal laws; modern methods and techniques of professional engineering. Ability to assist actively and effectively in planning, organizing and directing solutions to large-scale transportation problems; coordinate and integrate the work of various divisions with the department; work effective as a team member; establish and maintain cooperative working relationships with employees, officials, and representative from other local, State and federal agencies; analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals and the ability to communicate clearly and concisely, both orally and in writing.

Travel to the districts and visiting stakeholders statewide is highly valued. This position requires 15-20% travel, primarily in-state and occasional travel to out-of-state professional conferences.

NDOT leadership is team-oriented and believes that every individual is vital to the success of the department. As a leader, cultivating this environment is expected and considered key to the health of the agency. Positive contributions and clear and concise communication with team members and senior leadership is necessary.

If you are proactive, articulate, creative, collaborative, confident, and highly-motivated to make a difference, then we look forward to learning more about you!

QUALIFICATIONS:

Current licensure as a Registered Professional Engineer and extensive supervisory and management experience in transportation system engineering. Any person registered as a Professional Engineer in another state must become registered as a Professional Engineer in Nevada within six (6) months following the date of appointment as a condition of employment. Valid driver's license is required.

TO APPLY:

Please submit a cover letter and detailed résumé that includes a description of employment history to include name and addresses of employers, scope of responsibility, how you learned of the position along with professional references to: Allison Wall, HR Manager, Nevada Department of Transportation humanresources@dot.nv.gov

1263 S. Stewart Street, Carson City, Nevada 89712

A criminal history check is required as a condition of employment. Open until recruitment needs are satisfied.

NDOT IS AN EQUAL OPPORTUNITY EMPLOYER.